

STATE OF GEORGIA
PROPOSED RECORDS RETENTION SCHEDULE

<i>This data to be entered by the Records Retention Program</i>	<table style="width: 100%; border: none;"><tr><td style="width: 50%;">Sheet: <u>1</u> of <u>2</u></td></tr><tr><td>Agency Code: 0422</td></tr><tr><td>Schedule #: 2001-0012</td></tr><tr><td>Effective Date: 02/09/2001</td></tr></table>	Sheet: <u>1</u> of <u>2</u>	Agency Code: 0422	Schedule #: 2001-0012	Effective Date: 02/09/2001
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Agency Code: 0422					
Schedule #: 2001-0012					
Effective Date: 02/09/2001					

Creating Office: Criminal Justice Coordinating Council (CJCC), Grants Administration Division,
503 Oak Place, Suite 540, Atlanta GA 30349

Jurisdiction(s)

Application Type: **New:** New
 Amend:

Series Title: Residential Substance Abuse Treatment (RSAT) Program Files

Dates of Series: 1996 through Ongoing

Access: Open

Function Documented: The Criminal Justice Coordinating Council (CJCC) administers the RSAT Grant program, which provides funding for RSAT programs in the state. RSAT programs provide substance abuse treatment for offenders in a setting similar to prison-based programs.

Consists of: Financial documents from sub-grantees, audit reports from site visits, Program/Project overview documentation.

Arrangement: Chronological by year, then by sub-grant award number as assigned by CJCC.

Indexed by: Computer indexed in Grants Management Information System (GMIS), then by sub-grant award number.

Retention Requirement: Following closeout, one (1) year on-site, three (3) years at State Records Center.

State Law or Regulation: 0
Federal Law or Regulation: Three (3) years (28 CFR Ch1 § 66.42) , or until completion of any audit, litigation, claim, negotiation or other action and resolution of all issues which arise from it, whichever is later.

Audit Period: 0
Administrative Need: Four (4) years

Standard Cutoff Event: Federal Fiscal Year.

Total Retention: Temporary Record - Four (4) years.

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The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: L. Gale Buchner, Director 04/02/01
Agency Head, or Designee (type name and title here) Date

Concur: Lakisha Tillman, Program Director 4.2.01
Creating Office Administrator (type name and title here) Date

Submitted by: Sharon Williams, Dep. Dir. 04/02/01
Records Management Officer (type name and title here) Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: D. Carmicheal 4/3/01
David Carmicheal, Secretary of State Designee Date